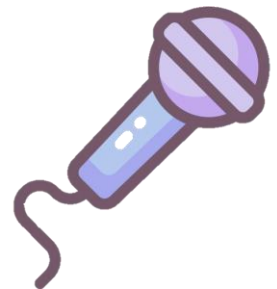# Presentation Skills

Table of Content

Opening Activity for Presentation Skills

Why are good presentation skills important?

Preparing a Presentation
- **Understanding Your Audience**
- **Defining Objectives and Key Messages**
- **Structuring Your Content**
- **Designing Effective Slides**

Important Notes

Do's and Don'ts of Presentations & Public Speaking

Activity Time (Drawing)

Presentation Checklist
- **Before the presentation**
- **During the presentation**
- **After the presentation**

Tips & Tricks for Online Presentations

Digital Applications for Online Presentation

Digital tools for Designing Presentation

Activity Time

Activity Time

Why are good presentation skills important?

Enhanced communication: clearer and more impactful message delivery.

Increased confidence: greater self assurance during public speaking.

Career advancement: better job prospects and professional growth.

Stronger engagement: improved ability to captivate and maintain audience interest.

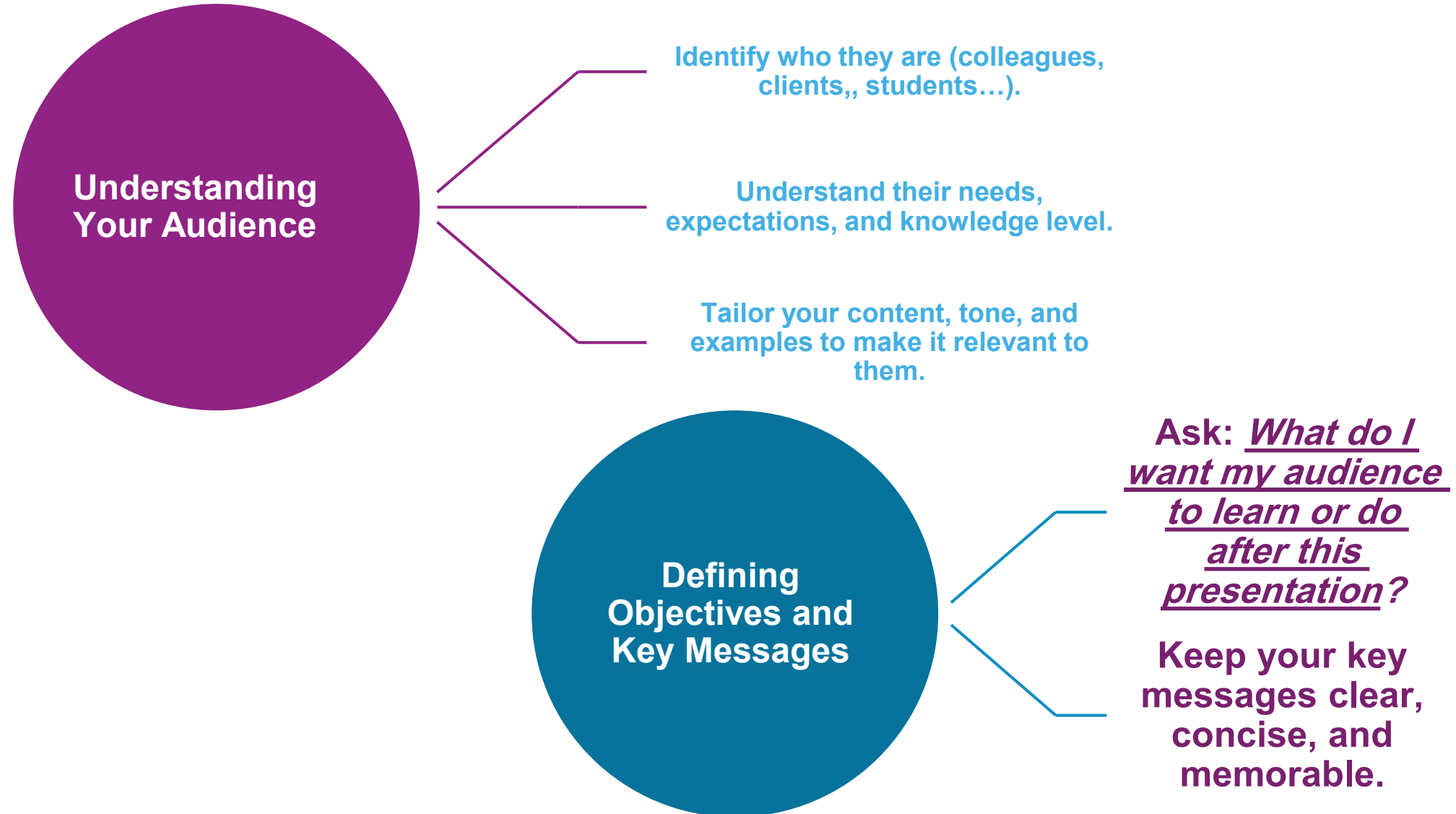**Influence and persuasion**: more effective in convincing and motivating others.
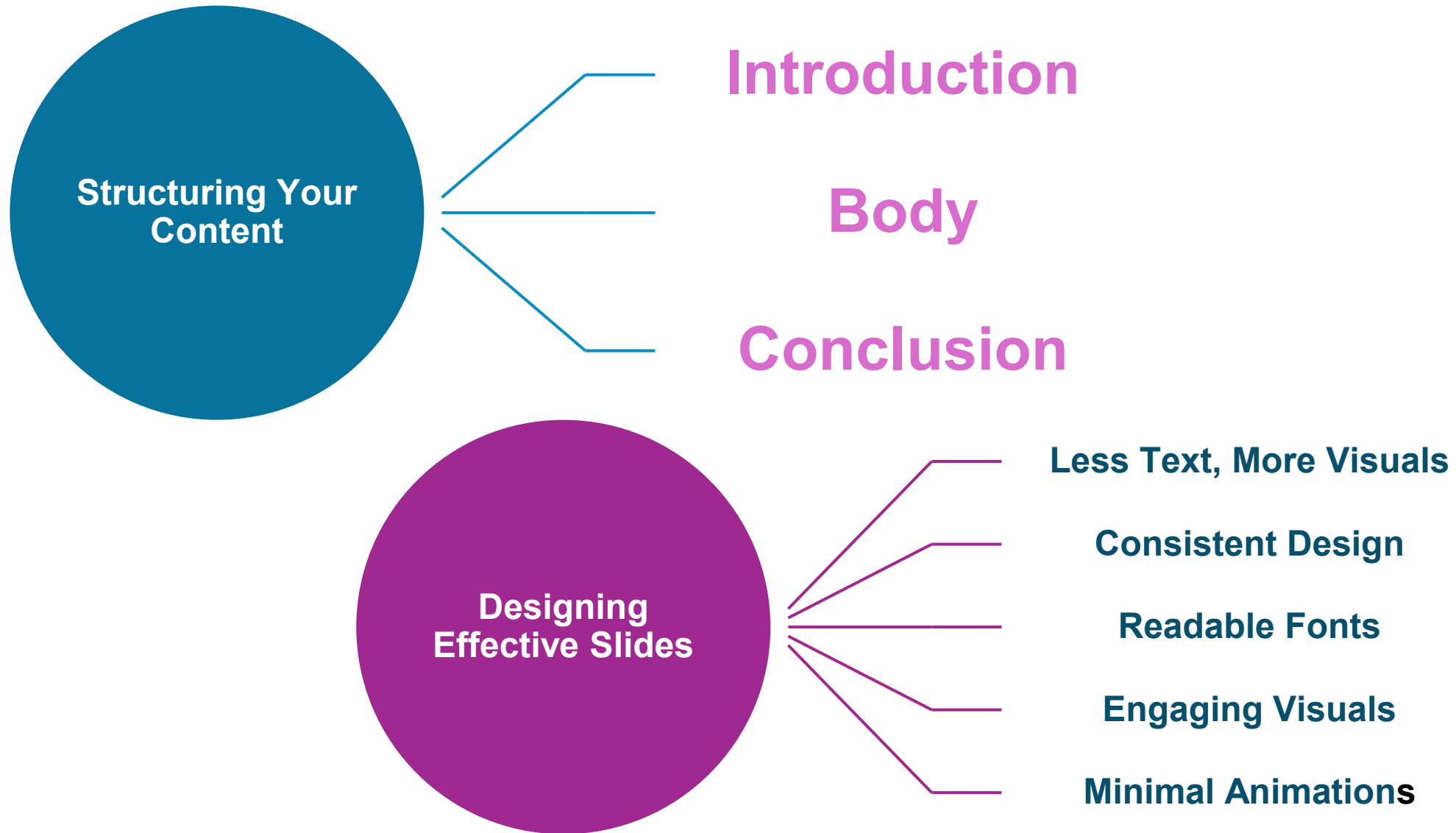
"You can have brilliant ideas, but if you can't get them across, your ideas won't get you anywhere."

Quote   Lee Iacocca

Preparing a Presentation

Understanding Your Audience

Identify who they are (colleagues, clients,, students…).

Understand their needs, expectations, and knowledge level.

Tailor your content, tone, and examples to make it relevant to them.

Defining Objectives and Key Messages

Ask: *What do I want my audience to learn or do after this presentation?*

Keep your key messages clear, concise, and memorable.

It's Important to

Overcoming Nervousness

- Techniques to boost confidence
- Breathing exercises and relaxation tips
- Practicing and handling unexpected situations

Delivering a Powerful Conclusion

- Summarizing key points
- Leaving a lasting impression
- Call to action

Do's and Don'ts of Presentations & Public Speaking

Category	✅ Do's	❌ Don'ts
Effective Communication	Use clear verbal and non verbal communication. Maintain a good tone, pace, and clarity. Use confident body language and eye contact.	Speaking too fast or mumbling. Overusing filler words ('um,' 'like,' etc.). Reading directly from slides.
Engaging the Audience	Use storytelling techniques. Ask questions and encourage participation. Handle difficult questions professionally.	Ignoring audience reactions and feedback. Standing stiffly or avoiding eye contact. Overloading with too much data.
Slide Design	Keep slides visually appealing with less text. Use a consistent design and readable fonts (24pt+). Add engaging visuals like charts and icons.	Cluttering slides with too much text. Using inconsistent fonts or clashing colors. Overusing animations and effects.

Activity Time

Presentation Checklist

Phase	What to Do
Before the Presentation (Preparation)	✓ **Location & Setup**: Arrive early, check equipment, ensure good lighting. ✓ **Dressing & Appearance**: Wear professional, comfortable attire. ✓ **Phone & Distractions**: Silence phone, minimize interruptions. ✓ **Instruments & Materials**: Bring backups (USB, cloud storage), carry essential tools. ✓ **Team Coordination**: Assign roles, rehearse together. ✓ **Practice & Mindset:** Rehearse, visualize success.

| **During the Presentation (Execution)** | ✓   **Body Language & Engagement:** Maintain eye contact, use confident gestures.
✓   **Tone & Clarity:** Speak clearly, avoid filler words, use pauses.
✓   **Interaction & Handling Questions:** Encourage participation, stay composed.
✓   **Managing Technology & Slides:** Don't read directly from slides, use smooth transitions. |

After the Presentation (Follow Up)

✓ **Engage with the Audience:** Stay for discussions, collect feedback.
✓ **Team & Equipment Wrap Up:** Thank the team, pack all tools.
✓ **Reflect & Improve:** Analyze strengths and areas for improvement.

Tips & Tricks for Online Presentations

Preparation & Setup

Content & Delivery

Technical & Engagement Strategies
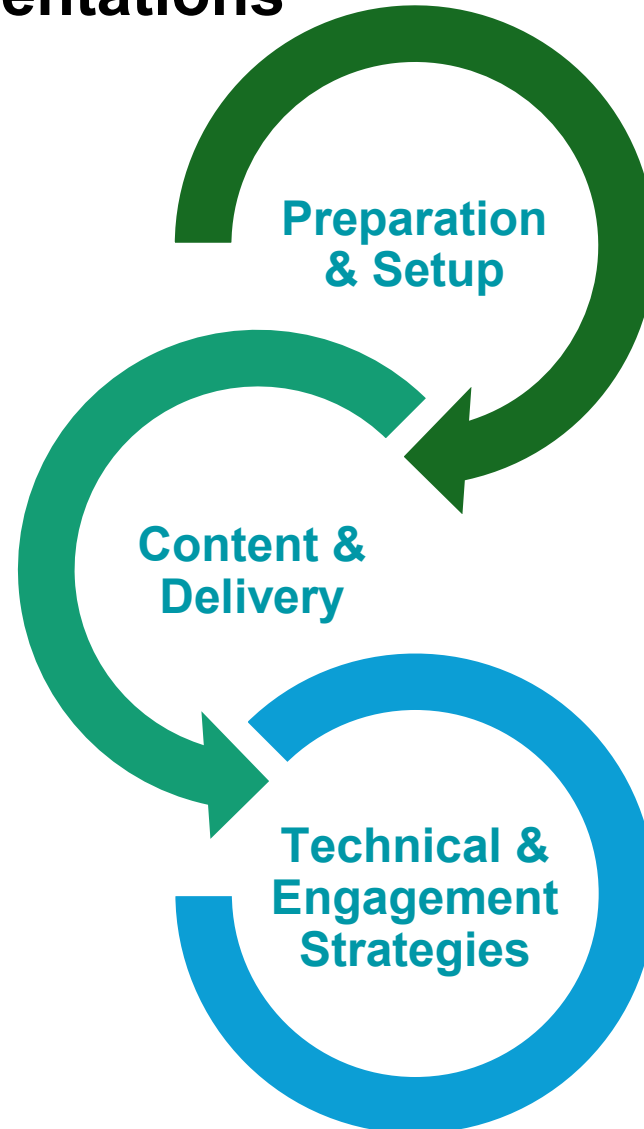
Utilizing digital solutions for online presentations

- ❑ **Zoom**
- ❑ **Cisco WebEx**
- ❑ **Microsoft Teams**
- ❑ **Google Meet**

Digital tools for Designing Presentation

Slide Design & Presentation Tools

❑ **PowerPoint**
    ❑ Classic tool with advanced design and animation features.

❑ **Google Slides**
    ❑ Cloud-based, easy collaboration for team presentations.

❑ **Canva**
    ❑ Pre-designed templates with professional and creative layouts.

❑ **Prezi**
    ❑ Dynamic, zoomable presentations for storytelling.

❑ **Beautiful.ai**
    ❑ AI-powered tool for automatic slide design

Activity Time